



CITY OF HOUSTON
Public Works & Engineering Department
Planning & Development Services Division
PREREQUISITES
PLAN REVIEW PROCEDURES
Effective March 1st, 2005

In an effort to reduce the amount of time required to obtain a building permit the Planning and Development Services Division has established the following commercial plan review prerequisites. These prerequisites are provided as a tool customers can use to create a complete construction document plan set, thereby reducing the need for multiple plan submittals and avoiding lengthy time delays.

To provide the most effective service for our customers, incomplete plans submitted to the Plan Review Section will not be reviewed and will be returned with a notice to submit complete plans.

The following list of items must be submitted in order for your plans to be considered as complete. Please note that these items are only required if the scope of work is applicable.

- A. **Plans Issued That Are Ready For Construction** – Plans may not be marked “preliminary” or “not for construction”
- B. **Plan Sets** – Minimum 2 sets that match and are bound and stapled (4 sets for Hazmat, High piled and Express)
- C. **Site Plan** – Required for all new buildings, structures, parking lots, grading permits and additions. Also required for a change in occupancy (a.k.a. conversion)
- D. **Landscaping** – For new parking lots, new buildings, and for additions greater than 1,000 sq. ft.
- E. **Energy Form** - Required for all projects even if only to explain the reason for exemption from the energy code
- F. **Structural**
 - 1. Architect and Engineer Seals, each page signed and dated
 - 2. Engineered plans as required by Texas Engineering Practice Act
 - 3. Architectural plans as required by Texas Architectural Practice Act
 - 4. Code Analysis for new structures
 - 5. Soil Report for new buildings and concrete supporting structures
 - 6. Door & Hardware, Glazing Schedules on plans
- G. **Electrical**
 - 1. 1-line diagram – Required for new buildings, new service, added loads, or change of occupancy
 - 2. Load analysis – Required for new buildings, new service, added loads, or change of occupancy
 - 3. Panel schedule – Required for new buildings, new service, added loads, or change of occupancy
- H. **Plumbing**
 - 1. Riser diagram and floor plan – Required for new piping, new plumbing fixtures, or change in occupancy
 - 2. Utility letters – Required for grading projects, parking lots, new buildings, existing structures with increased water usage, and changes in occupancy with increased water usage
- I. **Mechanical** – All new buildings and renovations that involve change of occupancy, change out of equipment, fire/smoke dampers, or duct replacement
- J. **Storm Drainage / Civil Plans** – All new parking lots, new buildings, grading permits, for projects adding impervious cover on properties that were 5 acres as of October 1st, 2001
- K. **Fire Alarm Plans** – When required by code, included in the project, or for renovations where fire alarm systems exist
- L. **HazMat Details or Exemption Form** - For labs and fabrication or storage projects involving hazardous materials
- M. **High Piled Details or Exemption Form** - For storage occupancies
- N. **Health Plans** - For food and drink preparation or establishments
- O. **Airport Signatures** - For aviation projects